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Reporting Site Tutorial
for the use of

WTH-Payments Plus®

Municipal Purposes Only

This tutorial will give a run-through on the steps on how to access the reports for your credit card transactions, along with the different features.

If you have any questions, or would like another run through of the

Credit card Reports please call 203-775-3101 – john Dresch, or 860-608-0131 –

Chris Walker or you may also submit a support ticket @ TheSatellite.biz-Support.

ContentPane

Payments Plus® - Town Clerk

Visible By Administrators Only

Date Range: 4/7/2013 to 4/15/2014 Status: All Refresh

| Batch | Trans | Seq | Name | Last 4CC | Card | Amount | Tax bill # | Auth code | Transaction D/T | Status | Ref field #1 | Ref field #2 | Ref field #3 |
|-------|-------|-----|----------------------|----------|------|--------|------------|-----------|-----------------------|---------|--------------|--------------|--------------|
| S208 | 306 | 2 | MODERN POP CULTURE | X9551 | VI | 5.00 | | 439935 | 5/13/2013 12:25:10 PM | SETTLED | | | |
| S211 | 310 | 2 | ZACHARY C PELLIS | X4787 | MC | 50.00 | | 14740P | 5/15/2013 12:55:00 PM | SETTLED | | | |
| S211 | 312 | 6 | JOSHUA C RODRIGUEZ | X5117 | MC | 15.00 | | 024028 | 5/15/2013 1:40:33 PM | SETTLED | | | |
| S211 | 314 | 10 | JENNIFER L BILL | X7810 | VI | 165.00 | | 052058 | 5/15/2013 2:18:58 PM | SETTLED | | | |
| 215 | 318 | 2 | LINDA J DEBOTTIS | X2642 | VI | 15.00 | | 062130 | 5/17/2013 10:17:34 AM | SETTLED | | | |
| 215 | 320 | 6 | FRANCIS H HOULDE | X0505 | MC | 70.00 | | 084004 | 5/17/2013 11:41:07 AM | SETTLED | | | |
| 215 | 322 | 10 | ROBERT A CURRIER | X1453 | MC | 25.00 | | H22777 | 5/17/2013 1:02:24 PM | SETTLED | | | |
| 220 | 330 | 2 | KATHLEEN M FESTA | X7360 | VI | 15.00 | | 015078 | 5/21/2013 1:10:58 PM | SETTLED | | | |
| 220 | 332 | 6 | JOHN RULFS | X7520 | VI | 29.00 | | 01954A | 5/21/2013 1:27:45 PM | SETTLED | | | |
| 222 | 334 | 2 | KRISTA L SCHNEIDER | X3342 | VI | 5.00 | | 019084 | 5/22/2013 1:17:00 PM | SETTLED | | | |
| 226 | 342 | 2 | BRANDI LYNN VALLEJOS | X3198 | VI | 15.00 | | 061082 | 5/29/2013 10:14:09 AM | SETTLED | | | |
| 228 | 344 | 2 | GARRISON S MOSELEY | X4702 | VI | 40.00 | | 195610 | 5/30/2013 1:51:23 PM | SETTLED | | | |
| 230 | 346 | 2 | DEETRA A DAVIS | X8402 | VI | 5.00 | | 079100 | 6/3/2013 10:02:06 AM | SETTLED | | | |
| 230 | 348 | 6 | KELLY M ANICHIARICO | X6473 | VI | 40.00 | | 394017 | 6/3/2013 10:36:18 AM | SETTLED | | | |
| 230 | 350 | 10 | ANNE E WILCOX | X4805 | VI | 10.00 | | 153001 | 6/3/2013 1:10:28 PM | SETTLED | | | |
| 233 | 354 | 2 | GEORGE L WIDAS | X2228 | VI | 40.00 | | 222460 | 6/5/2013 12:42:37 PM | SETTLED | | | |
| 237 | 358 | 2 | RUX J FLAGG | X5179 | VI | 15.00 | | 345068 | 6/7/2013 9:46:18 AM | SETTLED | | | |
| 240 | 364 | 2 | KATHLEEN A HOLMES | X2849 | VI | 160.00 | | 009132 | 6/10/2013 10:37:10 AM | SETTLED | | | |
| 242 | 366 | 2 | TRACY K BRUNO | X4967 | VI | 40.00 | | 011474 | 6/11/2013 9:04:03 AM | SETTLED | | | |
| 244 | 368 | 2 | BRETT M BOISMENIU | X3723 | VI | 25.00 | | 045767 | 6/12/2013 1:47:14 PM | SETTLED | | | |
| 244 | 370 | 6 | BRETT M BOISMENIU | X3723 | VI | 25.00 | | 045999 | 6/12/2013 2:49:05 PM | SETTLED | | | |
| 246 | 372 | 2 | BRENNAN LEAHEY | X4558 | VI | 40.00 | | 05016C | 6/13/2013 3:08:19 PM | SETTLED | | | |

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- 1.) Sign into your respective town/city page with proper credentials given to you.
- 2.) Scroll to the "Payments Plus" tab.
- 3.) Key in appropriate date range criteria you wish to report



Date Range: 1/1/2014 to 4/12/2014 Status: All Refresh

| Batch | Trans | Seq | Name | Last 4CC | Card | Amount | Tax bill # | Auth code | Transaction D/T | Status | Ref field #1 | Ref field #2 | Ref field #3 |
|-----------|------------|-----|---------------------|----------|------|---------------|-----------------|-----------|-----------------------|---------|--------------------------------|-----------------------------|----------------------|
| 263889679 | 5927316719 | 0 | Jeri Close | XXXX9670 | VI | 266.67 | 012892 | 096578 | 2/12/2014 10:56:53 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 204 SPACKENKILL RD | Amount of \$266.67 |
| 264593904 | 5941536933 | 0 | elzbi sledziejowska | XXXX3431 | MC | 2832.21 | 003420 | 02451Y | 2/18/2014 4:07:47 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 9 LAGRANGE AVE | Amount of \$2,832.21 |
| 264884432 | 5948538180 | 0 | Paul Clark | XXXX9602 | VI | 3860.29 | 002287 | 005575 | 2/20/2014 9:05:04 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 39 NASSAU RD | Amount of \$3,860.29 |
| 265003303 | 5950139245 | 0 | Edmond Seby | XXXX6431 | VI | 2852.34 | 010459 | 02016C | 2/21/2014 2:03:59 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 686 NASSAR RD | Amount of \$2,852.34 |
| 265327887 | 5955857851 | 0 | eleftherios keramas | XXXX4967 | MC | 1600.23 | 005987 | 023598 | 2/24/2014 2:18:15 AM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 5 TROY LN | Amount of \$1,600.23 |
| 265327887 | 5958004350 | 0 | Christopher Fields | XXXX9302 | VI | 3742.76 | 003829 | 07125A | 2/24/2014 8:29:03 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 79 ALDA DR | Amount of \$3,742.76 |
| 265327887 | 5958020289 | 0 | Martha Beahan | XXXX6926 | MC | 3365.65 | 001059 | 01262P | 2/24/2014 8:33:10 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 23 MARWOOD DR | Amount of \$3,365.65 |
| 265468702 | 5959490875 | 0 | Karen Bush | XXXX7829 | VI | 1651.66 | 001715 | 364553 | 2/25/2014 10:34:20 AM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 36 STEPHANIE LN | Amount of \$1,651.66 |
| 265612535 | 5962692920 | 0 | Linda Picciano | XXXX4413 | MC | 5396.71 | 009100 | 75081B | 2/26/2014 1:25:19 PM | VOID | Pay Poughkeepsietax NY Bill(s) | Bill(s): 14 PETER COOPER DR | Amount of \$5,396.71 |
| 265612535 | 5962696667 | 0 | Linda Picciano | XXXX4413 | MC | 5396.71 | 009100 | 24203B | 2/26/2014 1:27:45 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 14 PETER COOPER DR | Amount of \$5,396.71 |
| 265612535 | 5963983655 | 0 | Stephanie Maxwell | XXXX3259 | VI | 1283.95 | 007367 | 078094 | 2/26/2014 8:16:13 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 4 WOOD ST | Amount of \$1,283.95 |
| 265748551 | 5966113507 | 0 | andrew kutchma | XXXX3706 | MC | 4741.51 | 006293 | 015832 | 2/27/2014 4:18:55 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 8 MAYAPPLE RD | Amount of \$4,741.51 |
| 265906547 | 5970231991 | 0 | Eric Krakower | XXXX5673 | MC | 1385.27 | 000582 | 023772 | 2/28/2014 6:57:44 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 5 GATE DR | Amount of \$1,385.27 |
| 268411473 | 6025897722 | 0 | kelly melanophy | XXXX1863 | VI | 2161.56 | 008768 | 023011 | 3/20/2014 3:30:31 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 9 STYVENDANT DR | Amount of \$2,161.56 |
| | | | | | | Total: | 40537.52 | | | | | | |

[Export to CSV](#) [Export to Excel](#)

- 4.) You can export the reports via "excel" or "CSV"

| | | | | | | | | | | | | | |
|-----------|------------|---|-------------------|----------|----|---------------|-----------------|--------|-----------------------|---------|--------------------------------|-----------------------------|----------------------|
| 263321081 | 592004089 | 0 | MARtha BEAHAN | XXXX0926 | MC | 3365.65 | 001059 | 01262P | 2/24/2014 8:33:10 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 23 MARWOOD DR | Amount of \$3,365.65 |
| 265468702 | 5959490875 | 0 | Karen Bush | XXXX7829 | VI | 1651.66 | 001715 | 364553 | 2/25/2014 10:34:20 AM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 36 STEPHANIE LN | Amount of \$1,651.66 |
| 265612535 | 5962692920 | 0 | Linda Picciano | XXXX4413 | MC | 5396.71 | 009100 | 75081B | 2/26/2014 1:25:19 PM | VOID | Pay Poughkeepsietax NY Bill(s) | Bill(s): 14 PETER COOPER DR | Amount of \$5,396.71 |
| 265612535 | 5962696667 | 0 | Linda Picciano | XXXX4413 | MC | 5396.71 | 009100 | 24203B | 2/26/2014 1:27:45 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 14 PETER COOPER DR | Amount of \$5,396.71 |
| 265612535 | 5963983655 | 0 | Stephanie Maxwell | XXXX3259 | VI | 1283.95 | 007367 | 078094 | 2/26/2014 8:16:13 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 4 WOOD ST | Amount of \$1,283.95 |
| 265748551 | 5966113507 | 0 | andrew kutchma | XXXX3706 | MC | 4741.51 | 006293 | 015832 | 2/27/2014 4:18:55 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 8 MAYAPPLE RD | Amount of \$4,741.51 |
| 265906547 | 5970231991 | 0 | Eric Krakower | XXXX5673 | MC | 1385.27 | 000582 | 023772 | 2/28/2014 6:57:44 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 5 GATE DR | Amount of \$1,385.27 |
| 268411473 | 6025897722 | 0 | kelly melanophy | XXXX1863 | VI | 2161.56 | 008768 | 023011 | 3/20/2014 3:30:31 PM | SETTLED | Pay Poughkeepsietax NY Bill(s) | Bill(s): 9 STYVENDANT DR | Amount of \$2,161.56 |
| | | | | | | Total: | 40537.52 | | | | | | |

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5.) Search by 3 criteria: "All"

"Captured"

"Settled"

Within the desired date range:

The screenshot shows a web application interface for viewing transactions. At the top, there is a navigation bar with "Pay Town/County Tax Bills" and "Payments Plus County Tax". Below this is a "ContentPane" header. The main area is titled "WTH© - Payments Plus Town / County Bills". A date range filter is set to "1/1/2014" to "4/12/2014" with a status filter set to "All". A dropdown menu is open over the "Status" column, showing "All", "Captured", and "Settled" options. The table below contains the following data:

| Batch | Trans | Seq | Last 4CC | Card | Amount | Tax bill # | Auth code | Transaction D/T | Status | Ref field #1 | Ref field #2 | Ref field #3 |
|-----------|------------|-----|---------------------|------|---------|------------|-----------|-----------------------|---------|--------------------------------|----------------------------|----------------------|
| 263889679 | 5927316719 | 0 | Jeri Cho | VI | 266.67 | 012892 | 096378 | 2/12/2014 10:56:53 PM | SETTLED | Pay Poughkeepsietax NY bill(s) | bill(s): 204 SPACENWOLL RD | Amount of \$266.67 |
| 264493204 | 5941538933 | 0 | ebbi slesztejowska | MC | 2832.21 | 003420 | 02451Y | 2/18/2014 4:07:47 PM | SETTLED | Pay Poughkeepsietax NY bill(s) | bill(s): 9 LAGRANDE AVE | Amount of \$2,832.21 |
| 264885432 | 5948538180 | 0 | Paul Clark | VI | 3860.29 | 002287 | 005575 | 2/20/2014 9:05:04 PM | SETTLED | Pay Poughkeepsietax NY bill(s) | bill(s): 39 NASSAU RD | Amount of \$3,860.29 |
| 265003303 | 5950139245 | 0 | Edmond Seby | VI | 2852.34 | 010459 | 02016C | 2/21/2014 2:03:59 PM | SETTLED | Pay Poughkeepsietax NY bill(s) | bill(s): 686 VASSAR RD | Amount of \$2,852.34 |
| 265327887 | 5953857851 | 0 | eleftherios keramas | MC | 1600.23 | 005987 | 02398B | 2/24/2014 2:18:15 AM | SETTLED | Pay Poughkeepsietax NY bill(s) | bill(s): 5 TROY LN | Amount of \$1,600.23 |
| 265327887 | 5958004320 | 0 | Christopher Fields | VI | 3742.76 | 003829 | 07125A | 2/24/2014 8:28:03 PM | SETTLED | Pay Poughkeepsietax NY bill(s) | bill(s): 79 ALDA DR | Amount of \$3,742.76 |

"Captured" V.S. "SETTLED"

Captured- are transactions of the current day. Unsettled transactions have not hit the batch processing at the end of the day. Therefore the money has not hit you bank account yet. With Unsettled Transactions IMAS can "void" a transaction if asked to by the client account holder. This means the customer will receive both site fee and amount of transaction back into their account.

SETTLED- are the transactions that have been put into the Client's account. With Settled Transactions IMAS can "REFUND" a transaction if asked by the client holder. This means the customer will receive ONLY the amount of transaction and NOT the SITE FEE back.

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Definition and terms for:

Voids:

Credit Cards: Same business day complete reversal of transaction

e-checks: Must be refunded by check from the Municipality

Site fee is non -refundable

Refunds:

Credit Cards: After current day, Cardholder can be refunded original dollar amount, but site fees are non-refundable.

e-checks: Must be refunded by the Municipality by paper check

Requests 60 days after transaction has been settled:

Transaction retrieval fee of \$ 25.00 per request.

*All site fees are non-refundable once the financial institutions have moved the money...